

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Accounting Technician I
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General Statement of Duties

Performs various technical administrative support duties related to payroll, purchasing, and general bookkeeping functions; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform various technical administrative support duties related to payroll, purchasing, and general bookkeeping functions. The work is performed under the supervision and direction of higher level staff as assigned, but some leeway is granted for the exercise of independent judgment and initiative. Technical and functional supervision is exercised over assigned staff. An Accounting Technician I may be considered a permanent assignment, or it may be considered a flex class assignment progressing to advancement to the II level. An Accounting Technician I shall be promoted to Accounting Technician II upon successful completion of a minimum one-year probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting criteria determined by the Finance Department and the Personnel Department prior to the appointment date. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Performs various technical administrative support duties related to payroll, purchasing, and general bookkeeping functions;
- Audits and records time cards, verifies and balances payroll, prepares accounts payable check run, and prepares various reports;
- Performs purchasing functions in accordance with departmental policies and procedures;
- Confers with department representatives to provide needed information and demonstrations concerning purchasing policies and procedures;
- Coordinates contracts by maintaining complete and accurate files, audits progress payments, and prepares appropriate correspondence;
- Conducts accounts payable audits, including ensuring accuracy of information and reviewing budget availability and performing overrides within established guidelines;
- Provides information to vendors, departments, or the public over the phone and in person;

- Trains new employees in the same or similar class of positions;
- Performs backup administrative support duties for department personnel as needed;
- Assumes role and responsibilities of immediate supervisor in his/her absence;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Some knowledge of Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility;
- Some knowledge of City operations, policies, and procedures applicable to assigned area of responsibility;
- Some knowledge of clerical accounting, bookkeeping, and purchasing principles and practices;
- Thorough knowledge of office practices and procedures;
- Ability to perform detailed payroll, purchasing and contract functions;
- Ability to oversee support staff in absence of immediate supervisor;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School graduation or equivalent with some related college courses and/or related training;
- Three years of related experience, with at least one year of lead experience.

Required Special Qualifications

- May require a valid Class C California State Driver's license;
- Certifications(s) specific to functional areas of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.